



September 27, 2018

Mr. Kevin Padgett  
Public Works Director  
City of Seabrook  
1100 Red Bluff Road  
Seabrook, Texas 77586

Re: Proposal for Construction Management and Inspection Services  
Seabrook – State Highway 146 Utility Relocations  
CobbFendley Project No. \_\_\_\_\_

Dear Mr. Padgett:

Cobb, Fendley & Associates, Inc. (CobbFendley) is pleased to submit this proposal to provide Construction Management and Inspection Services for the State Highway 146 Utility Relocations in Seabrook, Texas. CobbFendley proposes to provide the Scope of Services and Compensation as outlined in the attached Exhibit A.

Thank you for the opportunity to submit this proposal. Please advise if you have any questions or require additional information.

Sincerely,

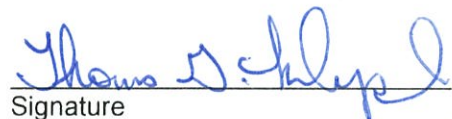
COBB, FENDLEY & ASSOCIATES, INC.

  
Charles M. Eastland, P.E.  
Vice President

Attachments

This proposal accepted by:

CITY OF SEABROOK, TEXAS

  
Signature

Thomas G. Kolupski  
Print Name

Mayor  
Title

12-18-18  
Date of Authorization

**EXHIBIT A**  
**SCOPE OF SERVICES & COMPENSATION**

Cobb, Fendley & Associates, Inc.  
Proposal for Construction Management and Inspection Services  
State Highway 146 Utility Relocations

**General**

The Texas Department of Transportation (TxDOT) and the City of Seabrook have been working to address utility relocations as a result of the expansion of State Highway 146 from Red Bluff Road to south of NASA Rd 1. In September 2017, CobbFendley was authorized by the City of Seabrook to prepare plans, specifications, and an estimate (PS&E) for the City's water and sanitary sewer facilities that are in conflict with TxDOT's proposed roadway construction. The PS&E documents were included in TxDOT's overall PS&E for the roadway and let in May 2018. Since the let date, TxDOT has hired RS&H to manage the construction of the overall roadway project by the Contractor. RS&H will be focused on items as they relate to TxDOT's interest.

The purpose of this scope of work is to provide the City of Seabrook with construction oversight for only City owned facilities proposed to be relocated as included with the State Highway 146 plans from Red Bluff to south of NASA Rd 1. CobbFendley will be the City's onsite representative for the construction.

This is a project that has been a part of the City of Seabrook's Capital Improvement Plan and is referred to as CIP # W7 and WW8.

**Project/Limits**

The limits of the relocation are from Red Bluff to South of NASA Road 1 and are illustrated on the attached Exhibit B.

**BASIC SERVICES**

Cobb, Fendley & Associates, Inc. (CobbFendley) will provide the following services as part of its Basic Service:

**Construction Management**

:

- Attend the TxDOT pre-construction conference with the selected contractor
- Act as the City's project representative for the City owned utilities being constructed/relocated during the construction phase of the TxDOT project.
- Review and respond accordingly to all submittals as required by the contract specifications.
- Respond to RFI's submitted by TxDOT or TxDOT's onsite representative as they relate to the City's utilities.
- Provide engineering and technical office personnel support throughout construction. These office personnel, consisting of professional engineers and



design staff, provide on-site support to address contractor's questions, resident's concerns and conflicts uncovered in the field.

- Review the contractor's installed quantities, evaluate the completion of work, and make recommendations to the City.
- Visit the site at various stages of construction to observe the progress and quality of executed work and to determine in general if such work is proceeding in accordance with the contract documents but no less than six times monthly.
- Conduct a final inspection of the project and make a recommendation to the City

### **Construction Inspection**

1. Provide one field construction observer (on-site representative) to observe the progress of construction activities and to assist in the interpretation of plans and specifications. It is anticipated that the on-site representative activities for this project will operate in conjunction with other projects that will be running concurrently with this project. The actual hours may vary depending on the level of construction activity but are estimated to be, on average, 18 hours per week throughout the construction phase. The estimated construction duration for the projects is 10 months. It is probable that there will be times when critical activities are being performed which may necessitate the services of an additional site representative. In this event, to avoid any potential budget over-run, the site representation can be supplemented by the City's staff. CobbFendley personnel will coordinate with the City and the construction Contractor regarding their construction activities and schedule.
2. The on-site representative shall maintain daily reports in a format satisfactory to the City.
3. The on-site representative will attend meetings with the Contractor and the City such as pre-construction conference, progress meetings, and other project related meetings where his presence is requested by the City.
4. The on-site representative will take photographs of the construction progress and of key items of concern.
5. The on-site representative will estimate quantities installed for use in reviewing monthly pay estimates.
6. The on-site representative will aid in the coordination of activities of the testing laboratory.
7. The on-site representative will coordinate with the City and the Contractor for construction scheduling, resident notification and complaints.
8. The on-site representative will assist in the performance of a final inspection, the preparation of a punch list and subsequent follow up inspections.

**Exclusions from the Scope of Services:**

The services described above are the identified **BASIC AND ADDITIONAL SERVICES** for this assignment. Other items that may arise during the course of the project that the CITY may wish to add to the scope of services shall be deemed as **SUPPLEMENTAL SERVICES**. CobbFendley shall undertake such additional services as assigned by the CITY upon written direction from the CITY. Examples of such items are as follows:

1. Construction Materials Testing
2. Attending or conducting Public Meetings
3. Any other services not specifically included within the description of the Basic Services or Additional Services as described above.

If supplemental services are requested by the City, CobbFendley will provide the City with a separate proposal for the supplemental work.

## **BASIS OF COMPENSATION**

### **BASIC SERVICES**

The Compensation to be paid to CobbFendley for providing the BASIC SERVICES rendered under this agreement shall be billed on an hourly basis according to the direct personnel expense times a multiplier of 2.4, plus reimbursable direct expenses. Reimbursable expenses and subconsultants will be subject to a 10% administration charge. (See *Attachment C – Manhour Estimate*)

1. CONSTRUCTION MANAGEMENT (Not to Exceed) .....	<u>\$30,960</u>
2. CONSTRUCTION INSPECTION (Not to Exceed) .....	<u>\$82,800</u>
<b>Subtotal .....</b>	<b>\$113,760</b>
<b>Reimbursable Direct Expenses</b>	
1.     Reproduction, mileage, etc. ....	<u>\$2,551</u>
<b>TOTAL, Basic &amp; Additional Services, Including Reimbursables .....</b>	<b>\$116,311</b>

The Compensation for any other Additional Services which the City desires to be added to the work scope of the project shall be negotiated. Subconsultant invoices will be subject to a 10% administration charge. Services will be charged according to those personnel directly involved in providing the service, and will be rounded to the nearest half hour.





EXHIBIT B  
**W7**  
STATE HIGHWAY 146 WATER LINE  
ADJUSTMENTS

 **CobbFendley**  
Texas Registration No. 274  
1820 Country Place Parkway, Suite 310  
Pleasanton, Texas 77584  
281.993.4952 | fax 281.993.8086  
www.cobbhendley.com

 **SEABROOK**  
YEAR: 2018





EXHIBIT B  
**WW8**  
STATE HIGHWAY 146  
SANITARY SEWER ADJUSTMENTS

 **CobbFendley**  
Texas Registration No. 274  
1923 Country Place Parkway, Suite 319  
Pearland, Texas 77584  
281.993.4952 | fax 281.993.8086  
www.cobbhendley.com

  
**SEABROOK**

YEAR: 2018



# ATTACHMENT C

## Manhour Estimate

### Project Title: State Highway 146 Utility Relocations Construction Management & Inspection Services

9/26/2018

List of classifications and rates <sup>(1)</sup>		
	Construction Manager II	Field Construction Observer
	\$215	\$115

Project Duration

300 Days

10 months

	TOTALS	Labor Cost	Hours/Month									
			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
<b>Construction Phase</b>												
Construction Manager II	144	\$ 30,960	24	12	12	12	12	12	12	12	12	24
Field Construction Observer	720	\$ 82,800	20	60	80	100	100	100	100	80	60	20
<b>Total CMI Labor Costs</b>		<b>\$ 113,760.00</b>										
<b>Total Equip/Misc Cost (See Below)</b>		<b>\$ 2,550.60</b>										
<b>Total CMI Costs</b>		<b>\$ 116,310.60</b>										
Equipment and Misc Cost Items			Units/Month									
			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
Supplies	\$ -	\$ -										
Cell Phones/pagers												
Computer (hrs/month)												
Mileage @ \$0.545/mile	4680	\$ 2,551	1,560	1,560	1,560	1,560	1,560	1,560	1,560	1,560	1,560	1,560
<b>Subtotal</b>		<b>\$ 2,551</b>										
		<b>\$ 2,551</b>										

#### Notes:

- (1) These Rates are Estimates, rates will be billed based on personnel directly involved
- (2) Construction Manager hours are based on average 3 hours per week with 6 hours per week at begin and end of the project.
- (3) Construction Observer hours are based on 25 hours per week during the peak of construction.
- (4) Mileage is based on 20 trips for Construction Observer, 6 trips for Construction Manager during a month.